

**CIA INTERNAL USE ONLY**

*Rec. Mgmt 2-3  
Reports Mgmt*

MEMORANDUM FOR: Assistant Deputy Director (Support)

SUBJECT : Proposed Regulation [ ] and Proposed Handbook  
[ ]

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1. The enclosed proposed issuances are submitted for your authorization to coordinate them within the Support Services.

2. These issuances were originated by the Chief, Records Management Staff to carry out his responsibility for an Agency Reports Management Program.

3. Reports management has been applied to a limited degree in DD/S and DD/I elements since reports surveys were conducted in these components in late 1955 and early 1956. Wherever and whenever reports management was applied, it produced beneficial results. The Office of Logistics and the Office of the Comptroller in particular have had notable success.

4. However, we cannot expect reports management to produce maximum benefits until it is applied throughout the Agency to a degree commensurate with the volume of administrative reporting. This volume in the DD/S and DD/I components alone has been conservatively estimated to require the expenditure of over 145,000 man hours yearly. Accordingly, AB distribution of these issuances is recommended.

[ ]  
Chief, Management Staff

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Enclosures:

1. Proposed [ ]  
2. Proposed [ ]

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<b>TRANSMITTAL SLIP</b>		DATE
TO: <u>Assistant Deputy Director (Support)</u>		
ROOM NO. 123	BUILDING East	
REMARKS:		
FROM: <u>Chief, Management Staff</u>		
ROOM NO. 556	BUILDING Matomic	EXTENSION <input type="checkbox"/>
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

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